

Next Increase Date_Create

PA30

Change History

Update the following table as necessary when this document is changed:

| Date | Name | Change Description |
|---------|----------------|-------------------------|
| 4/20/05 | Chylynn Hansel | Draft |
| 4/20/05 | Teresa Dillon | SME review |
| 4/22/05 | Heather Hanson | Training review |
| 4/28/05 | | Agency Review |
| 5/16/05 | Chylynn Hansel | Edits for Agency Review |
| 5/19/05 | Teresa Dillon | SME Review |
| 5/19/05 | Heather Hanson | Training Review |
| 6/7/05 | | Agency Review |
| 7/7/05 | | Internal Review |
| 4/20/06 | Chylynn Hansel | Rename Procedure |

Purpose

Use this procedure to enter the date of the employee's periodic pay increase in the **Next Increase** field in *Basic Pay* infotype (0008) when employee has received a periodic pay increase.

Trigger

Perform this procedure when employee has received a periodic pay increase.

Prerequisites

- Employee has received a periodic pay increase.
- Periodic Pay Increase report is run in HRMS.
- Pay Scale Reclassification report has been centrally run.

Menu Path

Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code

PA30










Helpful Hints

When an employee receives a periodic pay increase, the date in the Next Increase field will no longer be displayed on *Basic Pay* infotype (0008).

You will be able to run a report to see when employee's next pay increase is scheduled.

See [Date Specifications After Updates](#) to enter prior Periodic Increment Date (PID) in *Date Specifications* infotype (0041).

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

| Message Type | Description |
|---|---|
| Error  | Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed. |
| Warning  | Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed. |
| Confirmation  or  | Example:  Save your entries. Action: Perform the required action to proceed. |

Related Procedures:

[Date Specifications After Updates](#)

Title: Next Increase Date_Create
Processes :
Sub-Processes :

HRMS Training Documents

Prior to running payroll and the Pay Scale Reclassification report the *Basic Pay* infotype (0008) will look like this.

Display Basic Pay (0008)

Personnel No. 20000406 Name Test Sarah

PersArea 1050 Office of Financial Mgmt EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 04 Scheduled Monthly Status Active

Start 02/01/2005 to 04/15/2005 Chgd 04/20/2005 CHYLYNNH

Subtype 0 Basic contract

Pay scale

Reason 19 Initial Appointment Capacity util. level 100.00

PS type 01 Classified Gov Work hours/period 87.00 Semi-monthly

PS area 01 Standard Progression Next increase 03/01/2005

PS group 40 Level A Annual salary 28,956.00 USD

| Wage Type Long Text | Amount | Curr... | I... | A... | Number/unit | Unit |
|------------------------|----------|---------|------|-------------------------------------|-------------|------|
| 1003 Pay Period Salary | 1,206.50 | USD | I | <input checked="" type="checkbox"/> | 0.00 | |
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IV 04/15/2005 04/15/2005 1,206.50 USD

RD0 (1) (201) ssvaphrdedcl INS

State of Washington HRMS

File name:
NEXT_INCREASE_DATE.DOC
Reference Number:

Version: SME Approved Script
Last Modified: 4/25/2006 2:29:00 PM

SAP Parent
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Procedure

1. Start this transaction using the above menu path or transaction **PA30**.

Maintain HR Master Data


2. Complete the following field:

| Field Name | R/O/C | Description |
|---------------|-------|---|
| Personnel no. | R | The employee's unique identifying number. Example: 20000406 |

3. Click  (Enter) to validate the information.

Maintain HR Master Data

The screenshot shows the SAP 'Maintain HR Master Data' interface. The top menu bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The title bar reads 'Maintain HR Master Data'. The main area displays data for Personnel no. 20000406, Name Test Sarah, PersArea 1050, Office of Financial Mgmt, EEGroup Permanent, PSubarea 0001, Non Represented, EESubgroup 04, Scheduled Monthly, and Status Active. A left-hand pane shows search options: 'Find by', 'Person', 'Collective search help', 'Search term', and 'Free search'. The main data area has tabs for 'Basic Personal Data', 'Payroll', 'Benefits', 'Time Recording', and 'Addtl. Person...'. The 'Basic Personal Data' tab is active, showing a list of data elements with checkboxes: 'Infotype text', 'Actions', 'Organizational Assignment', 'Personal Data', 'Addresses', 'Planned Working Time', 'Basic Pay', 'Contract Elements', 'Date Specifications', and 'Family/Related Person'. The 'Basic Pay' row is highlighted. To the right of the list is a 'Period' section with radio buttons for 'Today', 'Curr.week', 'All', 'Current month', 'From curr.date', 'Last week', 'Up to Today', 'Last month', 'Current Period', and 'Current Year'. Below this is a 'Direct selection' section with an 'Infotype' field and an 'STy' field. The bottom status bar shows 'RD0 (1) (201)', 'ssvaphrddcl', and 'INS'.

4. Click the gray box to the left of **Basic Pay** to select.
5. Click  (Copy) to copy and continue.

Copy Basic Pay (0008)



6. Complete the following fields:

| Field Name | R/O/C | Description |
|---------------|-------|--|
| Start | R | The creation date of the new record. Example: 4/25/2005 |
| Next Increase | R | The date of the next scheduled pay increase. Example: 03/01/2006 |

Copy Basic Pay (0008)

The screenshot displays the SAP 'Change Basic Pay (0008)' transaction. The top bar includes the SAP logo and standard menu options. The main window is divided into several sections:

- Personnel Data:** Personnel No. 20000406, Name Test Sarah, PersArea 1050, Office of Financial Mgmt, EEGroup 0, Permanent, PSubarea 0001, Non Represented, EESubgroup 04, Scheduled Monthly, Status Active, Start 04/25/2005 to 12/31/9999, Chgd 06/09/2005, CHYLYNNH.
- Subtype:** 0 Basic contract.
- Pay scale:** Reason 19 Initial Appointment, Capacity util. level 100.00, PS type 01 Classified Gov, Work hours/period 87.00 Semi-monthly, PS area 01 Standard Progression, Next increase 03/01/2006, PS group 40 Level C, Annual salary 30,312.00 USD.
- Table:** A table with columns: Wa..., Wage Type Long Text, O., Amount, Curr..., I., A., Number/unit, Unit. The first row shows '1003 Pay Period Salary' with an amount of 1,263.00 USD.
- Footer:** Includes 'Save your entries', 'RD0 (1) (201)', 'ssvaphrddci', and 'INS'.

7. Click  (Enter) to validate the information.
8. Click  (Save) to save.
9. You have completed this transaction.

Result

You have created the periodic increase effective date.

Comments